

CALIFORNIA STATE PERSONNEL BOARD

Date of Issue: November 20, 1991

Destroy After: November 20, 1993

MEMO TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS

SUBJECT: Impact of Salary Reduction on Transfer and  
Reinstatement.

The recent implementation of the 5% salary reduction for supervisors has altered some salary relationships between classes. The purpose of this memorandum is to describe the impact of those changes on eligibility for transfer and reinstatement.

Salary range determinations for transfers and reinstatements

Implementation of the 5% salary reduction for positions designated as supervisory has been accomplished, in part, by establishing an alternate, lower salary range for Unassigned classes (CB/ID symbol U01-U21) which contain both rank and file and supervisory positions. Individuals in positions in these classes designated as supervisory have been placed in the new, lower salary range. (See Department of Personnel Administration - Pay Letter 91-31).

Unless otherwise provided by resolution of the State Personnel Board, the maximum rate of the lowest salary range currently authorized for a class must be used to make salary comparisons for all transfer and reinstatement determinations (2 CCR 431 and 433). The Personnel Board has adopted no such resolution to exclude those classes with the new supervisory salary range from these regulations. The Personnel Board has adopted a resolution for all "deep" classes which allows separate salary ranges within the class to be treated as though they are separate classes for discretionary actions such as transfer and reinstatement. "Deep" classes are easily identified by Footnote 21 in the Pay Scales.

The lowest salary range must be used for transfer and reinstatement determinations if the class has alternate salary ranges and no Footnote 21 in the Pay Scales. For example, the class of Office Services Supervisor I (Typing) now has four alternate ranges. Range A, \$1885 - 2291; Range C, \$2031 - 2470; Range S \$1795 - 2182; and Range T, \$1934 - 2354. The lowest salary range is \$1795 - 2182 (Range S). Therefore, the transfer or reinstatement determination must be based on this range even though some of the employees in the class may be receiving a higher salary than \$2,182.

Transfer within a promotional class series.

California Code of Regulations (CCR) Section 433(b)(2) prohibits transfer to a class that has a salary range any amount higher if

both classes are in the same "class series" as defined by Section 432. With the recent 5% salary reduction

for managerial and supervisory classes, some transfers that were prohibited because of the promotional relationship and the higher maximum salary, would become transferable because the maximum salary of the managerial or supervisory class is no longer higher than the rank and file class the person is transferring from.

CCR Section 430 grants the Executive Officer of the State Personnel Board the authority to prohibit transfers between classes that are determined to be in a promotional relationship regardless of their salary relationship. Effective immediately, based upon this authority, transfers which were prohibited prior to the 5% decrease in managerial and supervisory salary ranges because they are in the same "class series" are still prohibited even if the "to" class now has the same or lower maximum salary as the "from" class. Guidance on what constitutes a "class series" is contained in Personnel Management Policy and Procedures (PMPP) Manual Section 315.

Questions concerning the content of this memorandum should be directed to your departmental Affirmative Action and Merit Oversight (AAMOD) analyst.

/s/  
GLORIA HARMON  
Executive Officer  
(916) 653-1028  
TDD (916) 653-1498